

# **UNITED STATES DISTRICT COURT FOR NORTHERN DISTRICT OF IOWA**

## **CJA Procedures Manual: Processing CJA Vouchers after Transfer to the Federal Public Defender, Des Moines**

### **Background:**

In late 2005 the Court directed the Clerk's Office to plan for and coordinate the transfer of processing CJA vouchers and related documents to the Federal Defender's Office in Des Moines. This was a management decision to place responsibility for workload distribution, quality control, and supervision of CJA attorneys under one office, the Federal Public Defender. The Administrative Office of the U.S. Courts supported this transfer with supplemental staffing for the Federal Defender's Office.

This manual is intended to be a resource for CJA attorneys, law office staff and others in making the necessary procedural changes which accompany this change.

### **Revised Routing of CJA Vouchers and Attachments:**

#### ***I. CJA20/30 (Appointment and Authority to Pay Court Appointed Counsel)***

##### **A. Federal Defender appoints CJA attorney -**

Federal Defender issues CJA20/30; sends original to attorney and e-mails copy to the Clerk's Office, Cedar Rapids for docketing

**B. CJA attorney in Cedar Rapids or Sioux City submits original of completed voucher to Federal Defender, DSM, for voucher review.**

**C. Federal Defender checks voucher and sends with checklist to SC or CR for judge's signature.**

D. Judge's chambers forwards approved, signed voucher to clerk's office for docketing (*if circuit approval is required, Judge's chambers will forward to Circuit Judge*).

1. Clerk's office mails original to Federal Defender for payment processing.

## II. *CJA21/31 (Authorization and Voucher for Expert and Other Services)*

A. CJA Attorney submits original to Federal Defender, DSM, for review.

B. Federal Defender reviews voucher and sends with checklist to SC or CR for judge's signature.

C. Judge's chambers forwards approved, signed voucher to clerk's office for docketing (*if circuit approval is required, Judge's chambers will forward to Circuit Judge*).

1. Clerk's office mails original to Federal Defender for payment processing.

## III. *Advance Authorization for Expert, Investigative or Other Services (RE: CJA21/31)*

A. CJA Attorney submits completed authorization to Denise or Andrea.

B. Denise or Andrea forward to appropriate Judge(s) for signature.

C. Judge's chambers sends approved authorization to the Clerk's Office for docketing (*if circuit approval is required, Judge's chambers will forward to Circuit Judge*).

Docketing clerk e-mails copy to Federal Defender to await voucher

## IV. *CJA23 (Financial Affidavit)*

A. Completed form is submitted to the Clerk's Office.

B. Clerk's Office forwards to U.S. Magistrate Judge for approval/denial.

C. Judge's chambers forwards approved form to Clerk's Office (Maura) for docketing.

1. Docketing clerk e-mails copy to Federal Defender - DSM.
2. Original CJA 23 maintained in case file

D. CJA attorney, upon appointment, receives a copy of the CJA 23.

#### **V. *CJA24 (Authorization and Voucher for Payment of Transcript)***

A. CJA attorney submits to Denise or Andrea for initial judge's signature.

B. Denise or Andrea forward to court reporter.

C. Court reporter sends voucher to CJA attorney with requested transcript.

D. Attorney submits original to Federal Defender-DSM.

E. Federal Defender reviews CJA voucher.

F. Federal Defender forwards same to judge for signature.

G. Judge's chambers gives approved, signed voucher to clerk's office for docketing.

1. Clerk's office mails original to Federal Defender for payment processing.

#### **VI. Special Case Exceptions**

A. Grand Jury Witnesses: Due to the secrecy provisions set forth in Federal Rules of Criminal Procedure, the Clerk's Office will continue to handle CJA assignments for all grand jury witnesses.

B. While all routine CJA attorney assignments will be made by the Federal Defender's Office in Des Moines, if need arises for an expedited assignment (attorney appearance required in 2 or 3 hours) and the Federal Defender is unavailable to make the appointment, the U.S. Attorney's Office

will contact the Chief Deputy or the Clerk of the clerk's Office in Cedar Rapids for assistance.

C. An exception will also apply in any case where the Federal Public Defender's Office in Des Moines is unable to provide prompt service. If FPD is unreachable for any reason, the U.S. Attorney's Office will contact the Chief Deputy or the Clerk of the clerk's Office in Cedar Rapids.